DEPARTMENT: Police

REPORTS TO: Higher level Police Command position.

SUPERVISES: None; may provide direction to interns or police volunteers, as assigned.

DEFINITION:

Under general direction, performs a wide variety of medium to complex research related activities involved in the collection, analysis and dissemination of crime and other criminal intelligence information designed to enhance the effectiveness of law enforcement resources, programs and performance measures; work involves the development of hypothetical links between criminals and crime groups, formulation of theories regarding crime trends, patterns and perpetrators.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Studies, analyzes, identifies and reports on various patterns of criminal activity and the mode of operation of potential suspects; develops suggested strategies to end these patterns; aids in the identification of suspects and case clearance.

Conducts studies involving short and long-term criminal patterns/trends/sprees; provides information from this analysis which is used to influence or enhance police resource allocation/deployment.

Evaluates the reliability of source information; organizes results into forms compatible with computer analysis or other appropriate methods.

Performs complex statistical analysis on data; compiles survey results into presentation format including graphs, tables and charts.

Compiles, evaluates and interprets research data and information for use in problem solving and policy development. Performs valid, reliable, independent research to support various hypotheses. Makes recommendations to management based on analysis results.

Prepares special reports or statistical summaries at the request of others; independently provides information to management, public officials, the public and media related to information gathered and studies performed.

Provides training and instruction on crime analysis theory and practice to departmental employees; may give guidance and direction to employees assigned to support work activities or projects.

Designs, coordinates and oversees major projects related to crime analysis as assigned.

OTHER JOB FUNCTIONS

Represents the department in various meetings and forums; enables regional cooperation and data sharing with metro area law enforcement agencies through crime analysis information sharing.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may require travel to meetings; occasional visits to crime scenes or otherwise difficult environments.

QUALIFICATIONS:

Knowledge of:
- Principles, practices, and methods of criminal analysis, police organization, staffing and deployment and public administration
- Statistical and sampling theory and research and evaluation methods and techniques.
- Techniques of advanced level of statistical analysis.
- Tactical and operational police planning methods and techniques.
- Data processing uses and capabilities; data base management techniques, familiarity with GIS applications

Ability to:
- Work independently with minimal supervision; assess and balance competing priorities while meeting project-oriented deadlines.
- Compile and analyze original data and develop logical recommendations based on this data.
- Apply and adapt appropriate statistical techniques.
- Prepare charts, graphs, tables and other visual information.
- Communicate effectively both orally and in writing.
- Maintain records accurately and completely; extrapolate relevant information form multiple data sources.
- Use appropriate personal computer software to aggregate and manage large sets of data from a multiple sources.
- Establish and maintain effective working relations with various segments of departmental staff and other external agencies, press and the public.
- Train other departmental staff on the uses and value of crime analysis.
- Create and deliver presentations to various groups and forums.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.  A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in criminal justice, public or business administration or related field and three to five years of professional crime analysis experience involving the adaptation

and application of standard statistical theories, techniques and methods, preferably in a police related field.  A Master's degree in Criminal Justice or Public Administration may be substituted for up to two years of applicable experience.

Licenses, Certificates, and Other Requirements
None